

SUBMISSION OF AIRPORT FACILITATION PROGRAMME FOR APPROVAL

1.0 PURPOSE

This Advisory Circular (AC) provides information and guidance on the requirements for approval of Airport Facilitation Programme.

2.0 REFERENCES

ICAO Annex 9,
The Civil Aviation Act,
National Air Transport Facilitation Programme (NATFP).

3.0 GENERAL

- 3.1 This Advisory Circular is issued by the Authority and contains information on the process for approval of Airport Facilitation Programme (AFP).
- 3.2 The programme will be processed within a period of thirty (30) days from the date of submission.
- 3.3 An Airport handling international flights is required to have an approved airport facilitation programme.

4.0 GUIDANCE AND PROCEDURE

- 4.1 Airport Operator will submit a hard and soft copy of the Airport Facilitation Programme to the Authority for review before approval.
- 4.2 The AFP will be consistent with the provisions of the NATFP and the latest amendments of ICAO Annex 9 - Facilitation.
- 4.3 The programme will contain respective agencies and their responsibilities.
- 4.4 The programme shall be developed using the following format:



- (i) Cover page (airport operator logo, title of the programme for the respective airport, date of issue/re-issue of the programme, disclaimer on issuing authority and access restrictions).
- (ii) Approval Page and validity of programme (with provision for signature, date and approvals stamp from KCAA)
- (iii) Page on Records of Amendments (to include Revision No.; Issue date; Date entered & Signature)
- (iv) Table of Contents (Complete with outline and page numbers)
- (v) Distribution List Page (for document control) (to include Copy No.; Entity or person to whom issued; Form of distribution (Hard or Soft copy) & Signature)
- (vi) List of Acronyms and Abbreviations used (Glossary)
- (vii) Foreword/Introduction/Preface pages.
- (viii) Definitions
- (ix) General Description of the Airport (Name, address, Location, hours of operation, contact details-email, phone)
- (x) Objectives and responsibilities
- (xi) Legal obligations
- (xii) Purpose
- (xiii) Scope
- (xiv) Establishment of Airport Facilitation Committee, membership and regularity of meetings
- (xv) Conduct of Meetings
- (xvi) Relationship between facilitation and aviation security
- (xvii) Responsibilities of each agency based at the Airport:
 - 1) Kenya Airports Authority
 - 2) Kenya Civil Aviation Authority
 - 3) Directorate of Immigration Services
 - 4) Kenya Revenue Authority (Customs and Border Control)
 - 5) Kenya Plant Health Inspectorate Service (KEPHIS)
 - 6) Directorate of Veterinary Services
 - 7) Kenya Airports Police Unit
 - 8) Ministry of Health (Port Health)
 - 9) Ministry of Foreign Affairs (Protocol)
 - 10) Air Operators (Passenger & Cargo)
 - 11) Ground Handling Agencies
 - 12) Directorate of Criminal Investigation (Formation of Criminal Investigation Office)
 - 13) Kenya Tourism Board
 - 14) National Intelligence Service (NIS)
 - 15) Regulated agencies
 - 16) Fuel Suppliers

17) Airport public transport and Taxis

(xviii) A Matrix of ICAO Annex 9-Facilitation SARPs as domesticated in the NATFP relevant to the Airport and the responsible agency.

4.5 If the programme does not meet requirements, it will be returned for corrections and the airport operator will be required to resubmit it for consideration.

4.6 Upon confirmation that the programme meets requirements, the airport operator will be required to submit four copies for approval.

4.7 The approved programme will be sent to the airport operator.



Civil Aviation Authority